

# Valpo Parks Background Screening Policy and Consent Form (Employees)

## PURPOSE

It is the intent of this policy to establish certain guidelines wherein the Valpo Department of Parks and Recreation can seek to protect our children by investigating the background of potential employees.

## GENERAL

- A. Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified.
- B. Employees will have his/her background checked every 12 months for as long as he/she continues employment.

## SCREENING PROCESS

1. The third party contractor conducting the checks (Safe Hiring Solutions, Inc.) will administer the background screen. A pass grade will be for any applicant that has zero disqualifying crime matches, a fail grade for any applicant that has one or more disqualifying crime matches.
2. If the third party contractor reports any "fail" grades to the Parks and Recreation Department, the Department shall notify the applicant by certified mail and/or telephone that he is disqualified.

## APPEALS PROCESS

If an applicant wishes to dispute the content of the profile report, the applicant shall contact the third party responsible for conducting the background check by calling the telephone number listed on the report. The applicant is responsible for providing any or all documentation to support his or her claim.

## DISQUALIFYING CRIMES

If an applicant (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the applicant will be disqualified.

### All Sex Offenses

*Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

### All Felony Violence Offenses

*Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.*

### All Felony offenses other than violence or sex within the past ten (10) years.

*Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

### All Misdemeanor Violence offenses within the past seven (7) years.

*Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.*

### Two or more Misdemeanor Alcohol offenses within the past five (5) years.

*Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.*

### All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.

*Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.*

Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that coach.

*Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.*



## EMPLOYEE BACKGROUND CONSENT / RELEASE FORM

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with the Valparaiso Park Department.

I understand that, if I am approved for volunteer service by the Valparaiso Park Department, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of the Valparaiso Park Department, such may be necessary.

I hereby release and discharge to the extent permitted by law, Valparaiso Park Department, its employees, any individual or agency obtaining information for the Valparaiso Park Department, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of the Valparaiso Park Department.

By signing below, I, \_\_\_\_\_, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

### AUTHORIZATION

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
**(For ID Purposes Only)**

\_\_\_\_\_  
Drivers License #

Any other names I have been known by: \_\_\_\_\_

Current Address: \_\_\_\_\_